



## ANNOUNCEMENT FOR OPEN TESTING

### AUDITOR 1

Final Filing Date: **Continuous**

Bulletin Release Date: SEPTEMBER 17, 2008

JB60 -4175

8HABB

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO MAY APPLY:** This is an open examination for the Department of Health Care Services. Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive. Once you have taken the Training & Experience Evaluation, you may not retest for twelve months.

**HOW TO APPLY:** To learn more about the job and testing arrangements, contact the Department of Health Care Services, Selection Section at [PMBCert@dhcs.ca.gov](mailto:PMBCert@dhcs.ca.gov), by phone at (916) 552-8270.

Candidates with disabilities who require special application filing and/or testing arrangements should contact the Testing Office shown above. The application and the Training and Experience Evaluation will be available on a continuous basis on the Internet. Applicants will respond to questions regarding their ability to meet minimum qualifications, provide their contact information, and take the Training and Experience Evaluation on the Internet.

**DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE AUDITOR I EXAMINATION IS CONTAINED IN THE INTERNET PROCESS.**

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. **DO NOT** contact the State Personnel Board or the Department of Health Care Services for this information. The State Personnel Board and the Department of Health Care Services do not maintain an up-to-date list of library locations. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, does have Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705. If you are not familiar with the Internet, you may have a friend or family member assist you.

You may view and/or print a copy of the Auditor I Training and Experience Questionnaire following this link:

<http://www.dhcs.ca.gov/services/admin/jobs/Documents/8HABBTEQ.pdf>

You may apply and take the examination on the Internet by connecting to:

[www.surveymonkey.com/AuditorI](http://www.surveymonkey.com/AuditorI)

Follow the on-line instructions. It takes approximately one hour to complete the Application and the Training and Experience Questionnaire on the Internet.

**FINAL FILING DATE:** There is no final filing date. Testing is continuous.

**SALARY RANGES:** \$3106 - \$3966 per month.

**POSITION DESCRIPTION:** This class is a recruiting, training, and working level class for persons interested in a career as a professional auditor in the State service. An employee in this class receives on-the-job instruction and performs work that will provide practical experience in the application of auditing principles.

Positions exist statewide with the Department of Health Care Services.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement.

#### MINIMUM QUALIFICATIONS:

##### Either I

Equivalent to graduation from college, with specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

**Or II**

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting, and business law.

**Or III**

Completion of the equivalent of 19 semester hours of course work, 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting; and three semester hours of business law. (Persons who will complete course work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

**GENERAL QUALIFICATIONS:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**TESTING INFORMATION:** The entire examination will consist of an Evaluation of Training and Experience weighted 100%. No written test is required, and no interview will be conducted. Candidates who meet the requirements for admittance to the examination (minimum qualifications) may take the online examination. The questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications."

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

**JOB SUCCESS:** Ratings of job success will be determined based on the depth and breadth of professional training and experience beyond what is minimally required. Emphasis will be placed on measuring:

**Knowledge of:**

1. General Accounting/Auditing principles used to conduct audits.
2. Debits and credits and how they function through the audit process.
3. Computer software utilized to conduct research (i.e. Excel, Word, Outlook, Internet), to create written reports and electronic communication.

**Skill to:**

1. Break apart a complex problem into components that are amenable to analysis.
2. Organize the work to provide a structured, orderly process in covering the components of an audit.
3. Read and comprehend reports, memos, manuals, and other job-related materials and documents.
4. Communicate verbally, in person or by telephone, clearly and concisely with a variety of audiences on a variety of matters, adjusting the level and tone of the message appropriately for the particular audience.
5. Prepare clear, concise, and accurate reports, correspondence, and other job-related documents for a variety of audiences.
6. Listen to others to facilitate an open exchange of ideas and provide for effective two-way communication.
7. Gain cooperation from others to accomplish goals and acquire support for necessary compromises.
8. Establish and maintain cooperative working relationships with superiors, and peers in order to contribute to and enhance the efficiency, productivity, and effectiveness of the work unit.
9. Ensure timely and consistent completion of staff work and projects.

**Ability to:**

1. Interpret audit materials, laws, rules and standards related to auditing and accounting functions.
2. Calculate a variety of account statistics, including trial balance, adjustments, reconciliation, etc.
3. Recognize when more information is necessary, research and obtain the information and identify solutions to problems.
4. Understand and follow written and verbal instructions and directions for the completion of assigned work tasks.
5. Retain information.
6. Be flexible in adapting to changes, work environments and other interruptions during audit assignments.
7. Take the initiative to begin and/or follow through the assigned audit and its process and reason logically in the course of daily work.

**Personal Characteristics:**

1. Willingness to gain knowledge through experience in the financial audit work environment.
2. Willingness to travel on various modes of transportation to and from field facilities to perform audits.

**ELIGIBLE LIST INFORMATION:** Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the list in order of the final scores regardless of date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

**VETERANS PREFERENCE:** Veterans preference credits will be granted in this examination since it does qualify as an entrance examination. California law limits granting of veterans preference credits to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929      MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378      Sprint from voice telephone: 1-888-877-5379